



POSITION VACANCY

OFFICIAL COURT REPORTER

Job Announcement 2016-02

SALARY RANGE: \$75,729 - \$90,875

Level 1: Starting salary (\$77,729)

Level 2: Starting salary plus 5% (Requires merit certification.)

Level 3: Starting salary plus 10% (Requires realtime certification.)

Level 4: Starting salary plus 15% (Requires realtime certification and merit certification.)

Level 5: Starting salary plus 20% (Requires realtime certification, and longevity, and merit certification.)

Longevity: Ten years of service in the federal courts.

Merit Certification: Registered merit reporter certificate from the National Court Reporters Association (NCRA).

Realtime Certification: Successful completion of a certified realtime examination by NCRA or equivalent exam.

CLOSING DATE: Open until filled - Applications received prior to July 25, 2016 will be given priority.

LOCATION: Cheyenne, Wyoming

The United States District Court for the District of Wyoming, is seeking applications for the position of full-time Official Court Reporter in Cheyenne, Wyoming. Incumbent performs court reporting services for all judicial proceedings and produces transcripts. Official Court Reporters serve at the pleasure of the Court and must comply with the requirements of the Judicial Conference of the United States Courts, The Court Reporter's Manual and the Court Reporter Management Plan of this Court.

Overview:

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production and earnings.

Qualifications:

- Successful completion of the certified realtime reporter examination offered by the National Court Reporters Association, or an equivalent qualifying examination, is preferred.
- Possess a minimum requirement of at least four years of prime court reporter experience in the freelance field or in other courts, or a combination thereof.

- Ability to accurately record 180 words per minute on literary matter, 200 words per minute for jury charge, and 225 words per minute for testimony.
- Qualified by testing for listing in the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination.
- Certificate of Merit from the National Court Reporters Association and realtime certification is preferred.
- Knowledge of and experience with computer assisted transcription (CAT). Must possess and provide all necessary personal equipment and software.
- Self-starter, mature, highly organized; possess tact, good judgment, poise and initiative; maintain a professional appearance and demeanor at all times. Strong team orientation and customer service skills. Ability to work well under pressure. Communicate effectively, both orally and in writing.

Responsibilities:

- Attend and record verbatim by shorthand or mechanical means court sessions; read back all or any portions of court record as required.
- Provide transcripts within the time and cost limitations set by the Judicial Conference; electronically file with Clerk of Court a copy of all transcripts prepared concurrently with delivery to the requesting parties.
- Provide transcripts to the Court upon request, without charge, of all arraignments, pleas, and proceedings in connection with imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recordings have been certified and maintained in the office of the official court reporter or in the Office of the Clerk of Court as outlined in the Court Reporter Management Plan of this Court.
- Promptly certify and file all original shorthand notes and other original records of proceedings.
- Perform such administrative duties as required, such as billing for transcripts, financial and other record keeping, preparation and filing of required Administrative Office reports, and responding to official correspondence and telephone calls.

Other Information:

- The Court is not authorized to reimburse candidates for travel or moving expenses.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All employees are required to adhere to a code of conduct.
- Employees of the U.S. Courts serve under “excepted appointments” and are considered “at will” employees.
- The final candidate will be subject to a background check and fingerprinting.
- Benefits: all benefits federal employees are entitled including 10 paid holidays annually, accrual of vacation and sick leave, participation in Thrift Saving Plan, and health and life insurances.

How to apply:

Submit a detailed resume of education, work experience, salary history, test scores or NCRA certificate, realtime certification (if candidate is realtime certified) and Form AO 78 (available on our website), together with a cover letter in sealed envelope marked **CONFIDENTIAL**, to:

United States District Court
Attention: Chief Deputy
P. O. Box 1348
Cheyenne, WY 82003-1348

Or by email to hr@wyd.uscourts.gov

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview with reference request. All other applications will be kept on file with the Clerk for a period of one year.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER